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INFORMATION CIRCULAR

To: Members of permanent missions to the United Nations
Members of the staff

From: The Assistant-Secretary-General for General Services

Subject: RECYCLING PROGRAMME AT HEADQUARTERS

1. The purpose of the present circular is to inform staff members and members of permanent missions to the United Nations of the current status and future direction of the recycling programme at Headquarters. Owing to a high degree of participation, the United Nations paper recycling programme which began in April 1988 has become one of the most successful of its kind in New York State. It has been recognized by the New York City Council on the Environment and has served as a model for a number of large corporations. In accordance with the concerns and ideals of the recent United Nations Conference on Environment and Development (UNCED) as well as to comply with the new waste management policy of the City of New York, our recycling programme is now being expanded.

2. Over the last four and a half years our programme has removed from the waste stream, and therefore from the city landfills, approximately 5,000 tons of waste paper. According to statistics of the United States Department of Energy, this translates into saving some 90,000 trees and the equivalent of nearly 2 million gallons of fuel oil. The latter is the difference in energy requirements between producing 5,000 tons of paper from virgin wood vis-à-vis producing the same amount from recycled paper.

3. The expanded recycling programme now encompasses aluminium cans and other metal products, glass and plastic bottles, corrugated cartons, newsprint, wood pallets and other wood products, all of which will henceforth be separated from other waste and recycled. Collection and separation will be done in the kitchens and eating facilities both in the Secretariat and DC-1 buildings, in offices in the Secretariat Building, at the loading dock and in the printing

plant as well as in other facilities where surplus wooden pallets accrue. Discussions are currently under way to establish recycling in the DC-1 and DC-2 buildings as well as in the facility in the Alcoa Building.

4. Office recycling will be limited to paper. Special bins will be placed on each floor alongside existing recycling containers to collect newsprint and magazines. White paper and documents should continue to be gathered in the specially provided green plastic folders and emptied into the paper recycling bins. Desk-to-desk distribution of green plastic folders will commence shortly. These can also be ordered at any time by calling extension 3-6317.

5. Because of insufficient volume, no other materials will be collected separately in the offices. However, it is strongly suggested that bottles and cans not be discarded in the normal waste-paper baskets but that they be deposited in the special containers in any of the eating facilities.

6. Within the eating and vending facilities, special bins will be installed to receive aluminium cans, plastic bottles, glass bottles and newspapers. Waste such as used paper cups, wrappers, leftover foodstuffs, etc., should be left on the trays or, in the case of paper cups and napkins, deposited in the designated rubbish bins.

7. Recyclable wood products, including broken desks and pallets/skids, will also be recycled. Special instructions regarding temporary storage of these items as well as scheduling of pick-ups will be relayed to those organizational groups directly involved with generation and disposal of these materials. Broken metal desks will be treated in the same manner as recyclable wood products. Corrugated cartons will also be separated, baled and disposed of for recycling.

8. Questions and suggestions concerning the recycling programme should be directed to the Chief of the Buildings Management Service, Mr. Nicholas J. Sardegna (extension 3-6145).